

MINUTES  
UAF STAFF COUNCIL MEETING #169  
Friday, 24 March 2006 8:45 – 11:15 a.m.  
(face-to-face/no audio-conference)  
Wood Center Ballroom

1. CALL TO ORDER AND ROLL CALL

Present

Jackie Alleyne-McCants  
Jenny Barrett  
Cassandra Bauer  
Sonja Bickford  
Julie Carpenter for \*Nici  
Murawsky  
Cheryl Conner

Liam Forbes  
Ashley Munro  
Katrina Nelson  
Gary Newman  
\*Barbra Oleson  
Dorothy Parkerson  
Lael Rogan

Holly Royce  
Maya Salganek  
Carol Shafford  
Julie Smith  
Leah Swasey  
\*Pam Twitchell

Absent

Joyce Allen-Luopa  
David Basham  
Mary Pat Boger  
Kathy Glowdowski  
Faith Henry (excused absence)

Paula Long  
David Miller  
\*Nici Murawsky (excused  
absence)  
Qwynten Richards

Sue Sharpton  
Juella Sparks  
Jeff Stepp  
Steve Tate

Other:

Lynette Washington

Guests

Stephen B. Jones, Chancellor  
Dana Thomas  
Ann Ringstad

- A. Adopt Staff Council #169 Agenda, Friday, 24 March 2006. The agenda was approved as submitted.
- B. Staff Council Minutes #168, Wednesday, 22 February 2005 – postponed until the next Staff Council meeting.

2. OFFICER REPORTS

- A. Maya Salganek, President Staff Council, President's Report

**Legislative Update - Pete Kelly**

As I am writing this the House Finance Committee is passing out the House budget that includes \$31.2 million for the university.

There is talk of putting the fuel cost increases into a separate, one time appropriation instead of waiting until next year to pay for them in the supplemental. That is just talk at this time, but if the university were to be included in

that appropriation it would obviously be very helpful.

The House budget will be on the floor next Tuesday. Subcommittee closeout for Senate Finance is scheduled for next Wednesday, but that has not been firmed up.

Capital appropriations will soon be the topic of discussion as the Senate begins to build its budget, but there are no time frames on that. The Senate Finance committee is going to be taking up the PPT oil tax which will consume its time for nearly two weeks. We're in good shape right now.

### **Staff Alliance to Juneau April 4-5 – Pete Kelly**

Sent a letter to Representative Weyhrauch (composed by Pete Kelley) which received some heated response. Letter essentially said, "We know you weren't a big help to UA last year, and we're watching you this year". We sent a second response to his letter this past month, more commendable to his efforts this year. I've received a hand-written note from him this week saying he looks forward to discussing the "drama" of last year with me. Uh-oh. Could be a fun trip to Juneau!

### **Staff Alliance Employee Tuition Waiver**

No new information to report

### **Health Care**

Pharmacare will be our new pharmacy provider beginning July 1, 2006. Every 5 years we re-bid vendors of our health care. This year they separated the pharmacy provider from the health plan, and Pharmacare came back as the best bid. They have been rated #1 in customer service, and have a very strong educational component to their service. Some of the network Pharmacies may change. All employees should have already received communication from the University and Pharmacare about the change. Rates will not change for co-pays, and mail order is still available.

### **PERS/TERS**

Statewide is researching offering a Voluntary Employment Benefit Association (VEBA) plan to employees under the new NORP retirement system, effective for new employees as of July 1, 2006. This Voluntary Employment Benefit Association offers plans in which employees put aside money for medical expenses after retirement. This is akin to the current Flexible Spending Accounts the University currently offers, but would only be available to use on approved medical expenses. Plan is managed similar to our current pension plan. The VEBA is tax advantaged, so no taxes are paid on expenses, ever. As Tier IV and NORP are defined contribution plans, there is no defined benefit for medical expenses after retirement as is currently offered in Tiers I-III. This plan would help employees save for future medical expenses.

I received a letter from State of AK PERS/TERS board about the question of moving non-vested state employees into Tier IV. The letter requested comments, to which I responded with an emphatic NO! I have placed a call to the PERS/TERS office, and have not received a response. I'm currently seeking more information about this.

### **Chancellor's Cabinet: Communication**

The Chancellor asked me to speak to his cabinet about the informal survey new Staff Council members were asked to take. No names were associated with the results. The trend reflected a commitment to fixing the communication crisis on campus. Another interesting trend is how over 80% of folks responded to the survey question, about what's the best thing at UAF, was the people, and 50% of respondents mentioned "diversity" as part of the reason.

After discussing this with the cabinet I returned to find the deluge of emails in response to the opening of

Barnes's & Nobel that was sent out on the list serve. I feel it is necessary to create a formal policy about the use of the list-serve so that the Governance Office, namely Lynette, is not being asked to forward announcements that are of University interest, but not relating to Staff Council business. In an effort to streamline communication we should start internally by making our correspondence more precise, condensed, and effective. Since our last meeting some of you have probably received the e-mail from Nick Towne asking you to complete a survey about performance appraisals and how the institution utilizes performance appraisals. Nick will be a guest at our April 19 meeting to share the results of the survey. Maya Salganek asked Council members if they had received President Hamilton's letter about personnel changes at statewide. The other change that is taking place is the new Vice President for Faculty and Staff Training position. Maya stated that two candidates have been invited to campus for interviews.

B. Jeff Stepp, President-Elect Staff Council

No report received.

3. 9:05-9:10 PUBLIC COMMENT

No public comment.

4. GUEST(s)

A. Stephen B. Jones, Chancellor

Chancellor Jones informed the Council about the search for a new Vice Chancellor of Administrative Services to replace Mark Neumayr. Chancellor Jones stated that the committee is chaired by Joan Braddock, Dean CSEM. Chancellor Jones commented that the committee plans to bring 3-4 finalists to campus during April. The Chancellor remarked that it is a tribute to this group and the rest of the University that great people want to come to be a part of our university here in Fairbanks.

Chancellor Jones stated that Provost Paul Reichardt recently announced his retirement that will take place during the summer of 2007. He stated that we need to begin searching for a new provost and within the next thirty days a search committee will be appointed. The search committee will be charged with producing a job announcement during the summer.

Chancellor Jones stated that we want to get some preliminary work done before the end of the semester, so that the process may earnestly begin during Fall of 2006. One of the things that we are doing now is wrestling with exactly how to modify the organizational structure somewhat as we look through preparing the job announcement. I find that I am leaning right now toward having the more relatively stand alone research institutes, G.I., ARSC, IARC, and IAB report to what is now the Chancellor's Director for Research instead of to the Provost. We have to decide that soon, so that we will know what kind of candidates we will search for before sending out the announcement. He stated that he is meeting with the Senate Administrative committee today and has already met with the Provost Council, the Research Working Group, and the Deans' Council to talk about the Provost position.

The Chancellor asked who from Staff Council would be traveling to Juneau. Maya Salganek stated that she and Jeff Stepp are making the Staff Alliance retreat trip. The Chancellor stated that while you and Jeff are there you can say that you represent the interest of what number of people. Maya replied about 2,000 staff members.

Maya Salganek asked the Council if they had any questions for the Chancellor.

A Council member asked the Chancellor: In the new business section of agenda we have a discussion about the financially interdependent partner benefits and the House and Senate resolutions down in Juneau. We will be discussing a resolution much like the one the Faculty Senate passed. I was wondering if you have any comments on that issue that you would be willing to share with us.

The Chancellor replied that we have gone through a number of searches since I've been here. It is not easy to spark the interest of people to get them here, in what many people view if not the end of the road certainly very near it. We need to have all the competitive advantages we can possibly muster to attract and retain outstanding people. We need to be able to compete across the country with the other forty-eight percent of all universities that offer benefits that are similar to FIP. We want good people; we don't care what their particular relationship style is or what their tendencies are; we just want good people. This benefit allows us to attract good people that would otherwise not be interested in working here. We are in favor as a university in keeping our ability to offer that financially interdependent partner benefit. We are in accord with the Faculty Senate Resolution and I would encourage this group to take a similar path. The Chancellor stated that something like only 1 ½ percent of our total benefits package goes to financially interdependent partners. It is a relatively small part of the total budget.

Julie Carpenter asked how long has the benefit been in place. Paul Layer replied about eleven years. Maya Salganek asked Chancellor Jones will there be an opportunity for a staff Council member or a staff member at large to be on the Provost search committee. The Chancellor stated absolutely. The Chancellor commented that he would consider a recommendation that the Council makes please give me maybe two or three recommendations.

#### B. Dana Thomas – Staff Handbook

Dana Thomas, Chair, Math and Statistic Department, informed the Council that he has a long history of being involved with the UAFs' institutional accreditation process. He informed the Council that there is a type of specialized accreditation typically schools or departments that have been recognized by professional associations for the quality of their curriculum. For example at UAF, social work is accredited by their association, computer science is accredited by their association, our engineering programs are accredited, our school of vocation is accredited and there are several others.

Dana Thomas informed Council members that he is here to talk about institutional accreditation. He stated that the Secretary of Education designates several regional accrediting commissions that assess the quality of institutions like ours and that accreditation is what allows students to transfer credits from one institution to another and for us to receive Federal funding. As part of this accreditation every ten years we undergo a self-study and review by the Commission. We did that in 2001 and I took part in that accreditation process and staff members were involved. Dana Thomas stated that the Commission wrote a number of recommendations that the University should address at that time. In response to that the Commission demanded that the University write a 2003 progress report on what action we had taken regarding a few of those concerns. Dana Thomas informed the Council that during the fifth year an interim report is required and that is the stage that we are at now. Dana informed the Council that he serves on the Interim Accreditation Report Committee (IARC). He stated that he was assigned to work on a concern that relates to staff. The concern that was written in 2001 by our accrediting Commission relates to the absence of faculty and staff handbooks. At that time, there was no faculty and staff handbook, so I am here to address with Staff Council what the Interim Accreditation Report committee's response was in the interim report concerning the staff handbook. In 2003 we had to respond to that and in your attachments you will find both the stated concern from the Commission and the response in the 2003 progress report. Dana Thomas read the University response:

#### ***Staff Handbook***

The UAF Office of Human Resources refers inquiries for the kind of information that is often included in such a handbook to their web site, at <http://www.uaf.edu/uafhr/>. This site is a comprehensive resource providing information relating to employment opportunities, recruitment and new employee orientation, compensation classification, employee benefits, training and development, dispute resolution, technical skills guide for department personnel/payroll assistant and supervisor resources. The range of information, from news updates and current job opportunities to Board of Regents policies and tuition waiver forms, is comprehensive and seeks to provide an "at-a glance" pull down menu that directs employees to sites and links that answer questions ranging from "when do I get my first paycheck?" to "how do I retire?"

The web site is continually updated and efforts are being made to make it more engaging and user-friendly. By including a link to the statewide system search engine, we provide immediate access to the entire statewide network, expanding the ability to provide current, up-to-the-minute information pertinent to any employee, regardless of employment classification.

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Dana Thomas stated that two questions were raised by the Commission. Where do staff find answers to questions like, “when do I get my first pay check?” and “how do I retire?” Dana stated that the group involved in writing the progress report said that all of that information including the answers to these two questions is on the Human Resource website. Dana Thomas stated that as one of the writers of the interim report he went to the given website to research information about how to retire. He stated that the only thing that came up was this accreditation document of concern from the Commission. He stated that he didn’t find a clear cut answer about how to retire, so it clearly raised the question about the information actually being available on the web. Dana stated that the question about when do I get my first paycheck, was not perfectly clear on how to get there on the web, but there is a calendar that shows all the pay days for each calendar year.

Dana Thomas stated that he is here to get Council feed back. Dana asked Council members are you happy with the web site the way it is as the form of a staff handbook. Would you like something else? Is it answering the questions that you need answered? That is what I am supposed to respond to in this interim report.

Dorothy Parkerson stated that through the years she has explained to many new employees about when the first pay check would be received. She stated that it depends on when the department payroll assistant gets paper work processed and also if the employee is hired at the beginning, middle, or end of a pay period. She stated that having tips about how pay periods work would be helpful to any employee.

Dana Thomas stated that on the “frequently asked questions” section on the Human Resources page, he expected these things to be addressed and neither one was listed, so that surprised me a little bit.

Holly Royce stated that just receiving information electronically doesn’t always benefit all staff as some of our rural sites don’t always have internet access. Holly stated that she worked at UAF for four and a half years before learning that there was a health benefits coordinator that could talk to Blue Cross/Blue Shield officials on her behalf to appeal decisions. Holly stated that before learning about the health benefit coordinators, she handled her own appeals and that it took six months before she got a decision from Blue Cross/Blue Shield. She stated that now it takes about twenty-four hours to get a decision. Holly stated that having a staff manual in hard copy form would be helpful.

Julie Smith stated that at one time she was curious about the grievance process. I looked at the web site to figure out what is the process. Eventually I figured out that I had to go to the Regents’ policy, public policy, and then regulation and sift through lots of verbiage to figure out what the grievance process is. My point is that we should have a staff handbook, a written document. It should be somebody’s responsibility to figure out a whole range of things that we ought to know and put it in a handbook for us. Almost all organizations that I worked for had that. It was shocking for me to find out that the University of Alaska does not have a hand booklet.

Dana Thomas asked, how many of you would agree with that statement. All Council members raised their hands.

Jackie Alleyne-McCants stated that she would like to see the change from an exempt employee to a nonexempt employee to be clearly explained in detail by Human Resources.

Liam Forbes stated that beyond some of the specific concerns, I personally don’t have a problem with the main form of delivery as electronic via the web. I think that a lot of the things that go into a staff handbook shouldn’t be changing that often. Things like the grievance procedure should not be changing on a daily basis, for example. I think the problem is with them pointing to the website and saying that it is on the website when it is not. The website in terms of these specific issues is very incomplete as people have pointed out specifically. You can’t use

the current website as a handbook. I think the answer given back in 2003, if not factually wrong is pretty disingenuous. It is a problem that Staff Council has been struggling with for as long as I've been on the Council; we have never gotten a satisfactory response from Human Resources about this issue, either a handbook or proper information about the procedures on the web.

Dana Thomas stated that is why I am here. I wasn't involved in 2003, I read it, it sounded like maybe someone at Human Resources had written it to me, but I couldn't tell that, so I wanted to hear it from the source. Dana stated that given the response that he is hearing, he wanted to ask the Council leadership to write down what we would like in a handbook and why the current source doesn't provide what we need. That is the kind of feed back that all of us working on the interim report would like to have, because my experience is that when we do this, we put it in an accreditation report and then it gets attention and people want things solved. It is an opportunity for you, so if you are willing to do that I would really appreciate it.

Maya Salganek stated that we have been dealing with these issues. I think that many of us know what needs to be in the handbook. Dana Thomas recommended that the Council create a one page list outlining why things don't work and here is what is needed -- that is what I am looking for. He stated that the other thing that we might consider is a formal resolution. You have a number of approaches and all of you can decide what the best format is to use. Dana stated that a draft needs to be ready by about May 1; it is not due to the Commission until August.

Katrina Nelson stated that attention needs to be drawn to not only the poor internet connections throughout rural Alaska, but we also have poor internet connections here on campus at times. She stated that generally speaking if you are looking for information on the web you are specifically looking for something for a reason and things need to be laid out simply. You should not have to search and dig and dig to find the information. She stated that it is not just a Human Resources problem.

Barbara Oleson recommended that the issue/resolution should be handled by the Staff Affairs committee.

Dana Thomas thanked the Council for inviting him to the meeting.

#### C. Ann Ringstad – UAF Advocacy

Ann Ringstad informed Council members about the resolute efforts of the University to get fully funded by the legislators. She informed the Council about a new web site link: <http://action.supportua.org/systemua/home.html>. The link can be used by employees to contact legislators. Ann strongly advised Council members to use their personal e-mail addresses to contact legislators. Ann Ringstad stated that the legislators want to make sure that we spend what we are funded wisely.

Ann Ringstad encouraged all to register to vote if not already registered. The Chancellor encouraged Council members to use Ann Ringstad as a resource to find ways that we can more actively support the University. Maya Salganek stated that the UAF Staff Council Advocacy committee worked hard last year to get people registered. Maya stated that she is still a registrar and encouraged Council members to register and send others to her as well.

#### ACTION

##### 5. UNFINISHED BUSINESS

###### A. Motion: Proposed motion to amend Item. d. of the Bylaws under Section 2, of Article IV

Maya Salganek called for discussion and vote on the motion.

The UAF Staff Council passed the following motion at its Meeting #169, Friday, 24 March 2006.

[[ ]] = Deletion  
CAPS = Addition

MOTION: (passed unanimously)

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The UAF Staff Council moves to amend Item. d. of the Bylaws under Section 2, of Article IV. Item d. will be changed to read: Voting shall be limited to representatives and designated alternates by using ballots on site and using voice vote or E-MAIL for the outlying areas.

EFFECTIVE: Immediately

RATIONALE: The word E-MAIL should be added to accommodate rural representatives that may need to submit a vote by e-mail.

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B. Motion to approve the President-Elect Process

Maya Salganek called for discussion and vote on the motions. Maya Salganek stated that president-elect process is usually done at the June meeting. The Council amended the motion under the Rationale section and changed May 19 to June 14.

[[ ]] = Deletion  
CAPS = Addition

The UAF Staff Council passed the following motion at its Meeting #169, Friday, 24 March 2006.

MOTION: (passed unanimously)

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The UAF Staff Council moves to approve the president-elect nomination process.

EFFECTIVE: Immediately

RATIONALE: The current President-Elect is moving up to the position of President, UAF Staff Council at the WEDNESDAY, 14, JUNE 2006 Staff Council #172 meeting.

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C. Discuss and vote on revised Chancellor’s Recognition Staff and Supervisory Award motions

Maya Salganek called for vote and discussion on the motion. Maya reminded Council members that the Chancellor’s Staff and Supervisory Recognition awards were revised at the Chancellor’s request to add specific criteria to both awards. Maya stated that the selection process calls for one previous recipient to be a member of the committee. Maya informed the Council that we have not had a Chancellor’s Supervisory Recognition award before, so we do not have a previous recipient to serve on the committee. Maya recommended inserting the phrase “if available”. The sentence would then read, at least one previous recipient of the Chancellor’s Recognition Award IF AVAILABLE. Maya recommended that both awards would have that stipulation. Liam Forbes called for a friendly motion to add the phrase “if available” to be inserted in selection process paragraph that reads:

SELECTION PROCESS

The Chancellor’s Recognition Award committee of the UAF Staff Council will consist of volunteer members of the UAF Staff Council, and at least one (1) previous recipient of the Chancellor’s Recognition Award IF

AVAILABLE. Award recommendations will be forwarded by the Committee to the Chancellor for final selection.

Maya Salganek called for clarification asking Liam Forbes if this was for both motions. Liam Forbes stated that there can be only one motion entertained at a time, so the current motion on the floor relates to Attachment #5 the Chancellor’s Staff Recognition Award.

Gary Newman made a point of order to put a new motion on the floor, because Liam’s motion had been seconded. Gary Newman asked what if there is a previous recipient available, but that person chooses not to serve. He recommended that under the selection process paragraph the motion should be amended to read, The Chancellor’s Recognition Award committee of the UAF Staff Council will consist of volunteer members of the UAF Staff Council, and at least one (1) previous recipient of the Chancellor’s Recognition Award WHENEVER POSSIBLE. Award recommendations will be forwarded by the Committee to the Chancellor for final selection.

Maya Salganek called for the vote on the Chancellor’s Staff Recognition Award, Attachment #5 as amended by Gary Newman

The UAF Staff Council passed the following motion at its Meeting #169, Friday, 24 March 2006.

[[ ]] = Deletion  
CAPS = Addition

MOTION: (passed unanimously)  
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The UAF Staff Council moves to approve the revised Chancellor’s Recognition Staff Award.

Effective: Immediately

Rationale: The revisions add detailed and clear criteria to better evaluate nominees.

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OBJECTIVE

To recognize University of Alaska staff for their sustained outstanding contributions toward accomplishing and enhancing the UAF mission and strategic plan.

ELIGIBILITY

All staff members (excluding deans, directors, and executive staff) occupying any position at the University of Alaska Fairbanks is eligible to receive recognition as outlined in this program.

CRITERIA

- Showing concern for working well or for surpassing a standard of excellence.
- Demonstrating consistent superior performance and significantly exceeding position requirements.
- Taking on significant responsibilities in addition to exceeding the expectations of their job.
- Taking ownership of services rendered and acting on behalf of the person being served.
- Demonstrating a helpful and positive attitude.
- Must display extraordinary initiative and dedication to improvement of work processes or environment.

PROGRAM OUTLINE

The recognition program will consist of:

Public Recognition: For work related service that is noteworthy by any University of Alaska Fairbanks employee.

Recognition is a plaque and gift as determined by the Chancellor. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council. A copy of the award will be placed in the employee's personnel file.

NOMINATION PROCESS

Nominations will be accepted from peers, supervisors, customers, stakeholders, students, faculty, other academic, administrative, support, sponsored research, and service staff, who have a working relationship with the nominee. Nomination forms should be given to the UAF Governance Office.

SELECTION PROCESS

The Chancellor's Recognition Award committee of the UAF Staff Council will consist of volunteer members of the UAF Staff Council, and at least one (1) previous recipient of the Chancellor's Recognition Award **WHENEVER POSSIBLE**. Award recommendations will be forwarded by the Committee to the Chancellor for final selection.

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Maya Salganek called for discussion on the Chancellor's Recognition Supervisory Award motion, Attachment #6. Maya stated that we can make the same amendment that was made for Attachment #5, the Chancellor's Recognition Staff Award. Holly Royce moved to make the same amendment to Attachment #6 that was made to Attachment #5 to insert the phrase **WHENEVER POSSIBLE** under the Selection Process paragraph.

Maya Salganek called for the vote.

The UAF Staff Council passed the following motion at its Meeting #169, Friday, 24 March 2006.

[ [ ] ] = Deletion  
CAPS = Addition

MOTION: (passed unanimously)  
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The UAF Staff Council moves to approve the revised Chancellor's Recognition Supervisory Award.

Effective: Immediately

Rationale: The revisions add detailed and clear criteria to better evaluate nominees.

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CHANCELLOR'S SUPERVISORY RECOGNITION AWARD 2006

OBJECTIVE

To recognize University of Alaska supervisors of staff for their sustained outstanding contributions toward accomplishing and enhancing the UAF Mission and Strategic plan.

ELIGIBILITY

All staff and faculty members occupying any position that directly supervises UAF Staff at the University of

Alaska Fairbanks are eligible to receive recognition as outlined in this program.

## CRITERIA

- Demonstrating excellent leadership skills: coaching, mentoring, training and providing other career advancement opportunities for their employees.
- Creating an inclusive work environment that supports the full utilization of all employees and fosters, encourages, and respects diversity
- Motivating exemplary performance from employees with practices that are consistent and fair.
- Demonstrating strong conflict resolution skills including mediation, negotiation, and fair handling of employee relations issues in a way that is consistent with University policies and regulations.
- Advocating on behalf of the administrative unit, while maintaining good citizenship at UAF.

## PROGRAM OUTLINE

The recognition program will consist of:

**Public Recognition:** For outstanding supervisory leadership that is noteworthy by any University of Alaska Fairbanks' employee. Recognition is a plaque and gift as determined by the Chancellor. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council. A copy of the award will be placed in the employee's personnel file.

## NOMINATION PROCESS

Nominations will be accepted from peers, supervisors, customers, stakeholders, students, faculty, other academic, administrative, support, sponsored research, and service staff, who have a working relationship with the nominee. Nomination forms should be submitted to the UAF Governance Office.

## SELECTION PROCESS

The Chancellor's Recognition Award committee of the UAF Staff Council will consist of volunteer members of the UAF Staff Council, and at least one (1) previous recipient of the Chancellor's Recognition Award **WHENEVER POSSIBLE**. Award recommendations will be forwarded by the Committee to the Chancellor for final selection.

### 6. BREAK

Maya Salganek called for a five minute break.

### 7. NEW BUSINESS

#### A. Benefits & Marriage Issue, Maya Salganek

Maya Salganek called for discussion on the attachments relating to SJR 20 and HJR 32. Maya Salganek stated that the Senate resolution on the constitutional amendment was changed since the last time Council reviewed it. Maya stated that the Staff Council's proposed resolution on Constitutional Amendment: Benefits & Marriage SJR 20 and HJR 32 was submitted by the Administrative committee.

Barbara Oleson called for a point of clarification about Attachment #8, the UAF Faculty Senate Resolution on Constitutional Amendment SJR20 and HJR 32. Barbara stated we received by e-mail a revised resolution on the Senate's Resolution and it differs from what is in our packet.

Lynette Washington stated when she sent out the agenda she did not have the March 6 revised Faculty Senate Resolution. Lynette stated that she was not aware of the revised Senate resolution until after publishing the Staff

Council agenda. The revised March 6 version of the Senate resolution was e-mailed to Council members on Wednesday March 22, 2006 prior to the March 24 Council meeting #169. Council members were asked in the e-mail to use the updated version of the resolution below:

***SENATE RESOLUTION***

***ON***

***CONSTITUTIONAL AMENDMENT: BENEFITS & MARRIAGE  
(SJR 20 AND HJR 32)***

**WHEREAS**, Discrimination against faculty on the basis of marital status is expressly prohibited by the University of Alaska Board of Regents Statement of Non-discrimination; and

**WHEREAS**, the UAF Faculty Senate affirms the importance of complying with university non-discrimination policies; and

**WHEREAS**, to comply with SJR 20 and HJR 32 the university would deny financially interdependent partners (FIPs) insurance benefits, family membership at the Student Recreation Center, tuition waivers, faculty housing, and other valuable benefits currently offered counter to university policy prohibiting discrimination based on marital status; and

**WHEREAS**, The Faculty Senate affirms that providing insurance and other benefits to FIPs is a valuable way to recruit and retain excellent faculty; now

**THEREFORE BE IT RESOLVED**, That the UAF Faculty Senate is opposed to SJR 20/HJR 32; and

**BE IT FURTHER RESOLVED**, That the UAF Faculty Senate commends the University of Alaska statewide administration for its ongoing support of financially interdependent partner (FIPs) benefits.

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Maya Salganek asked Council members how many have the new version. A number of Council members raised their hands. Maya stated that the Council would use the amended version of the Senate's resolution. Barbara Oleson asked if everybody knows what the changes are and then read the Senate Resolution. Gary Newman commented that the Council's proposed resolution submitted by the Staff Affairs doesn't affect the Senate's motion.

Liam Forbes called for the Council to adopt the Staff Council resolution/Attachment #9 on Constitution Amendment Benefits and Marriage SJR20 and HJR32. Liam commented that as to the question of the extra paragraph added to the final Senate resolution, if somebody wants to add that paragraph to the Council's resolution, he wouldn't mind it. The change would read UAF Staff Council rather than Faculty Senate. Liam Forbes clarified that the Council resolution was submitted by the UAF Staff Council Administrative Committee. Barbara Oleson and Liam Forbes clarified that the main point of difference being proposed in Attachment #9 is the second therefore be it resolved paragraph where we are actually asking the University administration to take action -- unlike the Senate resolution which just says we oppose this and we support the current policies. After a prolonged discussion and amendments Maya Salganek called for the vote by a show of hands.

The UAF Staff Council passed the following Resolution at Staff Council #169, Friday, 24 March 2006.

Resolution: (passed 16 yes and 1 abstention)

WHEREAS, Discrimination against faculty and staff on the basis of marital

status is expressly prohibited by the University of Alaska Board of Regents statement of Non-discrimination; and

WHEREAS, the UAF Faculty Senate affirms the importance of complying with University non-discrimination policies; and

WHEREAS, the UAF Staff Council affirms the importance of complying with University non-discrimination policies; and

WHEREAS, to comply with SJR 20 and HJR 32 the university would deny financially interdependent partners (FIPs) insurance benefits, family membership at the Student Recreation Center, tuition waivers, faculty housing, and other valuable benefits currently offered; and

WHEREAS, The Faculty Senate and Staff Council affirms that providing insurance and other benefits to FIPs is a valuable way to recruit and retain excellent faculty and staff, in addition to being required by university policy; now

THEREFORE BE IT RESOLVED, that the Staff Council strongly supports the principle of non-discrimination for financially interdependent partners and opposes any action that would diminish those rights; and

THEREFORE BE IT FURTHER RESOLVED, That the UAF Staff Council is strongly opposed to SJR 20/HJR 32; and

THEREFORE BE IT FURTHER RESOLVED, that the Staff Council requests the University Administration continue to formally oppose the bill(s), through public statement/testimony and its own lobbying efforts, on the basis of generally opposing discrimination on any grounds and protecting the civil rights of members of University communities (staff, faculty, & student) across the State.

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Maya Salganek called for a vote to extend the meeting.

## INFORMATION

### 8. GOVERNANCE REPORTS

#### A. Paul Layer, President Faculty

The report was attached to the agenda.

Barbara Oleson asked a question regarding when the incomplete grade would turn into an "F". When does that take affect? Paul Layer replied, if you get an incomplete this semester it doesn't fall under the new guidelines. We are not going to go back and revisit all the incompletes that are on transcripts.

A Council member asked a question about the quality of teaching assistants teaching classes. Paul Layer responded that it is something that needs to be addressed. He said that it is true especially in the developmental side of things where we have a lot of adjuncts teaching. He stated that we need to invest in providing more faculty at those lower levels, such as Developmental English and Math, so that students are better tracked to get into regular Math 107. Paul Layer stated that is one issue that the Provost and Chancellor have to wrestle with. How are we going to get more devevelopmental education faculty members? He stated that adjuncts do a great

job, but that having full time dedicated faculty members teaching developmental courses would go a long way towards improving the quality of education and making the transition easier to the baccalaureate programs.

A question was asked about the Instructor Assessment Survey (IAS) process. Paul Layer responded that the current process is not really accessing what the student is getting out of the course. He stated that UAA is trying a different assessment tool that is called IDEA. He stated that this tool provides a little bit better feed back to the instructor other than just simply the bubble form. He stated that we are looking at how to improve the IAS process, because I don't think that we are getting the information we want. We are getting some statistics, but I don't think what we are getting is very useful to improve the courses. He stated that the yellow forms are only seen by the instructor. He stated there is no place that a student can give written feed back to a supervisor other than outside of the normal process. There is a problem with the system that we have right now. Maya Salganek asked if there is a reason why those yellow comment forms are not used as part of tenure evaluation. Paul Layer stated that is the way it has been done. It was an opportunity for students to give the faculty member direct feed back, honest feed back without feeling that there would be repercussions.

B. Joe Blanchard, President, ASUAF

No report was available.

## 9. COMMITTEE REPORTS

A. Staff Affairs, Liam Forbes

Liam Forbes stated that the report was attached to the agenda. Liam stated that the next Staff Affairs meeting is on March 27.

B. Rural Affairs, Barbara Oleson

Barbara Oleson stated that the Rural Affairs minutes are attached to agenda. Barbara called the Councils' attention to the Peggy Woods Nelson award and that Katrina Nelson is serving as the Chair of this subcommittee of Rural Affairs.

C. Elections, Membership and Rules, Leah Swasey

Leah Swasey stated that the EMR report is attached to the agenda. Leah informed Council members that the Parliamentary Procedures Workshop held on Thursday, 23 March was successful. Maya Salganek stated that it was successful and recommended that the Council plan to hold future parliamentary procedure workshops one in the fall and one in the spring with the new members.

D. UAF Advocacy, Cheryl Conner and Joe Hayes

Cheryl Conner informed Council members that about 19-20 departments have requested tables for the UAF Day At the North Pole event. Cheryl reported that the committee is working on the draft flyer handed out. Council members recommended changes to the flyer. Cheryl stated that changes will be made to the flyer.

E. Ad Hoc Staff Make Students Count Committee, Lillian Anderson-Misel

Lillian Anderson-Misel reported to Council members that the Ad Hoc Staff Make Students Count group received and reviewed nomination materials submitted to the committee. She stated that a total of six nominations was received and gave brief information about each nominee. Lillian informed the Council that the nomination materials were forwarded to President Hamilton's office after committee review. The President will announce the award recipient at the June 2006 Board of Regents' meeting. A list of nominees follows:

Jackie Alleyne-McCants

Susan Doren  
Faith Henry  
Christina Neumann  
Julia Parzick  
Crystal Timmke

F. Ad Hoc Chancellor's Recognition Award committee, Maya Salganek

Maya Salganek stated that the business for the Chancellor's Recognition Award was covered earlier in the agenda. Barbara Oleson asked about the rural campus donation sent in not being listed on the raffle ticket. Lynette Washington stated that the donation received from the rural campus will be included on the door prize list that she plans to publish.

G. Staff Appreciation Day & Carolyn Sampson Memorial Raffle, Lynette Washington

Lynette Washington stated that the report is attached to the agenda. Lynette informed Council members that Printing Services is working on the raffle tickets. She stated that she plans to begin distributing the tickets by Monday or Tuesday during the week of 26 March.

H. Ad Hoc Health and Wellness Committee, Paula Long

No report was available. Maya Salganek reported for Paula Long. Maya stated that the committee is discussing a health and wellness round table around the 4<sup>th</sup> of April.

Committee Reports if available may be viewed at <http://www.uaf.edu/uafgov>  
University News Room – Please check for Staff Council Announcements at: <http://www.uaf.edu/news/news.html>

10. EXTERNAL COMMITTEE REPORTS (external committee reports will be attached to the agenda if available).

A. Chancellor's Campus Diversity Action Committee (CCDAC), Qwynten Richards

Maya Salganek reported for Qwynten Richards. Maya stated that the committee participated in the Women's International Day Women of History event. She stated that the committee is dealing with creating bylaws.

B. Governance Coordinating Committee – Maya Salganek

Maya Salganek reported that the committee last met 28 February. She stated that the Diversity & Tolerance committee under GCC was dissolved, because the charge and mission was so close to the Chancellor's Campus Diversity Action committee (CCDAC).

C. Master Planning Committee – Gary Newman

Gary Newman reported that the committee last met during spring break week. He stated that the committee has discussed adding signs to campus trails.

D. Master Planning Subcommittee on Circulation and Parking – TBA

Maya Salganek asked if we have anyone representing staff on the committee. Gary Newman stated that David Basham had volunteered, but that it wasn't working out. Maya Salganek stated that we need to have an active member and called for volunteers. Katrina Nelson volunteered to serve.

E. Strategic Plan Committee: Jackie Alleyne-McCants or Barbara Oleson,

Link: <http://www.uaf.edu/strategic/>

Jackie Alleyne-McCants stated that the committee last met in mid-February and submitted the final document to the Chancellor. She stated that the final version should be available sometime in March. Jackie plans to forward the report when available to Lynette Washington to distribute to Council members.

F. Chancellor's Budget Committee Report, Kim Cox

The report was attached to the agenda; Maya Salganek read the report to the Council.

11. 10:50-10:55 UAF COMMUNITY ANNOUNCEMENTS & EVENTS

Information about various UAF campus community events were mentioned.

12. 10:55-11:00 STAFF COUNCIL ROUNDTABLE

13. ADJOURN

The meeting was adjourned at 11:44 a.m.

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Tapes of this Staff Council meeting are in the Governance Office, Room 312 Signers' Hall if anyone wishes to listen to the complete tapes.

Submitted by Lynette Washington, Staff Council Secretary